



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

Office of
Health Benefits

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo #01-17

To: Benefits Administrators
From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs
CC: All OHB
Date: October 30, 2001
Re: BES Changes Effective November 1, 2001

The Benefits Eligibility System (BES) will have the following enhancements and modifications beginning November 1, 2001:

PSB301 Enhancements

General Information:

- Transaction Call Up has changed from PSB301, SSN to PSB301,SSN,ReasonCode. (For example, Fall Flexible Benefits Open Enrollment is now PSB301,1234567689,55)
- Successful PSB301 transactions will automatically display the PSB305 screen.
- The "Effective Date" field and the "Medical & Dependent Care Reimbursement Accounts Begin Date and End Date" fields have been removed from the PSB301 screen because they are automatically calculated and displayed on the PSB305 screen.

Married – Double State Options:

- The PSB301 transaction will allow you to enroll in M (Married- Double State membership). You must enter the spouse's agency to enroll in M; BES will verify that the spouse has an active waived participant's record to successfully complete the transaction.
- The PSB301 transaction will allow you to change from M (Married – Double State membership) to any other valid membership. Replace the spouse's agency with "000." If needed, enter a delete date next to the dependent(s) to be removed.
- BES will automatically change the M (Married – Double State membership) to F (Family) when the spouse's "Waived" participant record is terminated. If a different membership is desired, it is the responsibility of the employee previously enrolled in M to submit a request to change it.

Modifications For Existing Reason Codes

- Find existing BES reason codes by using the call-up command "PSBHLP" & transmit. The Receive Date and Event Date edits are complete for these reason codes. Please note that the "Receive Date" cannot be greater than the date you are keying the change.
- Additional BES reason codes are expected to be released by Dec. 1, 2001. You will receive additional information when they are available.
- Use reason code 57 for Personal Information Updates – such as a participant's address and phone numbers or a dependent's name, SSN, date of birth, or relationship. **Reason codes 40 and 37 have been disabled.**
- Use the PSB000 and reason code 57 to update a non-PMIS participant's SSN or date of birth; use the appropriate PMIS transaction to update a PMIS participant's SSN or date of birth.

PSB000 Restricted to Non-PMIS records

- The PSB000 transaction is used to create a non-PMIS BES record. Changes to non-PMIS BES records are accomplished with the PSB301 transaction. (This includes transactions for "local employees".)

EmployeeDirect Reminders

- Have employees update their personal information prior to making any changes to their health benefits because of the difference in Effective Dates. For example, during the Flexible Benefits Annual Enrollment, employees should update any dependent's SSN or make address changes, before they make changes to their reimbursement accounts. Personal Information updates are effective immediately, while Flexible Benefits elections are effective January 1, 2002.
- Employees enrolled in "M" (Married – Double State membership) cannot update personal information on their spouse. The "Waived" spouse must update his or her health benefits profile, or contact his or her Benefits Administrator to update this information; it will be automatically transferred to the "M" record.

Additional Information on Flexible Benefits Keying

- Encourage your agency's employees to use Employee Direct for Flexible Benefits Annual Enrollment before November 30. The final day to key election form information in BES is December 5, 2001. Adhering to this deadline helps prevent manually handling election forms and a delay in processing for employees who have enrolled in Flexible Reimbursement Accounts. However, if you have a last-minute emergency and must have a form handled manually, please fax the form to the Office of Health Benefits at (804) 371-0231.

Thanks for your assistance. If you have questions on BES changes, please call Teresa Fleming at (804) 371-6465 or Herb Boyd at (804) 371-6062.